



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON HEIDELBERG**  
**UNIT 29237**  
**APO AE 09102-9237**

IMEU-HEI-PWH

21 April 2006

**MEMORANDUM FOR Residents of Government-Controlled Quarters**

**SUBJECT:** United States Army Garrison Heidelberg (USAG Heidelberg) Community  
Memorandum # 11C, Domestic Employees Residing in Government Controlled Quarters.

**1. References:**

- a. AR 210-50, Housing Management, 3 Oct 05.
- b. USAREUR Suppl 1, 16 May 02, to AR 210-50, Housing Management, 3 Oct 05.

2. Soldiers and Department of the Army civilians frequently consider hiring domestic employees to provide housekeeping and/or childcare services in their home. Personnel residing in Government-controlled quarters (GCQ) may allow domestic employees to live in their quarters provided sponsors comply with Army Regulations and German law.

**3. Requirements for hiring domestic employees are:**

- a. Sponsors must request approval from the Housing Manager, USAG Heidelberg, to allow a domestic employee to reside in GCQ with the sponsor and the sponsor's family. Such requests should be sent through the Chief, USAG Heidelberg Housing Division.
- b. The sponsor's request for approval must include several other documents. If the employee is a foreign national, the file will include copies of the employee's passport, background check (through the local military police), German work permit, and a copy of the employment contract. If the employee is a local national, the file will include the employee's identification card, background check, and employment contract. The employment contract must include the clause noted in USAREUR Supplement to AR 210-50, Appendix V-1(c)(3). The sponsor must provide a copy of the employment contract to the USAG Heidelberg security office.
- c. A move to larger quarters, requests for additional furnishings and other housing entitlements to accommodate the domestic employee will not be considered. Domestic employees have no entitlement to additional Army benefits or privileges.
- d. The USAG Commander may issue an installation pass to domestic employees approved to reside in GCQ.
- e. At no time will a domestic employee live in attic storage rooms (formerly known as "maids quarters"), basements, or other areas that do not meet safety, health or habitability standards. In

the Heidelberg community, domestic employees may only reside inside the sponsor's assigned living quarters.

f. German law prohibits hiring illegal aliens and requires a background check by German police authorities. Other German law requirements may include a health certificate, tax card, social security and pension contributions, health and accident insurance, and any other applicable German taxes or rules. For assistance with German law requirements, the sponsor should consult their supporting legal assistance office.

g. Domestic employees residing in Government quarters must comply with Army housing regulations.

4. Point of contact is Mr. Gary Elmore, Chief, Housing Division, DSN 387-3290, commercial 06221-4380-3290, e-mail [Gary.Elmore@us.army.mil](mailto:Gary.Elmore@us.army.mil) .

/s/

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